



## **ISHCMC Student Tablet Policy**

This policy is an addendum to the ISHCMC Technology Acceptable User Policy specific to students' receiving a tablet PC with both a 4-cell and 6-cell battery.

The tablets remain the property of International School Ho Chi Minh City. Students are expected to bring the tablet to school each day.

Students must only use tablets for educational purposes and must not waste either battery power or Internet bandwidth through prohibited activities ( see below).

### **Lost or Stolen Tablets**

If a tablet is lost or stolen, a fee based on the replacement value of the laptop will be assessed to the user. In the event of a theft outside school, a police report including the laptop serial number must be filed by the issuant within 24 hours. A report must also be filed with the IT Department and the Business Office within one day, as well as with the applicable insurance agent.

### **Hardware Replacement**

In the event of a hardware failure, defective parts will be replaced using the laptop's warranty at no cost to the user. In a case of abuse or neglect, however, ISHCMC cannot submit a claim under the tablet's warranty, and thus the total cost of repair (replacement parts, labour, and applicable shipping) will be charged to the laptop issuant. Abuse and neglect include (but are not limited to) cracked cases, spills, damage from falls, intentional misuse, broken ports, broken display, and heat damage. The IT Department, in conjunction with our vendor and warranty agreements, reserves the right to determine what constitutes abuse.

### **Maintain Battery Power**

Students are expected to ensure that batteries for their tablets remain charged at all times for instructional use.

### **Software Settings**

Students are forbidden from trying to alter the security settings on the tablet provided by the school. Students are prohibited from changing any software settings, installing software or downloading programmes to the tablet.

### **Maintaining Security of Tablets**

Students are expected to take all reasonable precautions to protect their tablets from damage or theft.

Any damage or theft of a tablet must be reported to the Head of High School at the first opportunity.

Students are cautioned about having food or drink around their tablets, when walking, or while traveling in cars or buses. Liquids must not be carried in the tablet carry case.

### **Securing the Tablet Outside of School**

Electrical storms are very common in Vietnam. To protect from lightning damage, tablets must not be left connected to modems whilst not in use and must be disconnected for the duration of a storm.

### **Securing the Tablet within School**

Students are expected to either keep the tablet on their person or secured in their locker at all times . Students must use the cases provided to carry laptops around school at all times.

### **Repairs and Installations**

All repair or software installations will be carried out by the technology department or through school approved companies.

### **Maintain Internet Bandwidth**

Internet bandwidth is a limited resource that is for educational purposes only.

### **Wireless Connectivity**

Use of the wireless network must be appropriate at all times.

### **Prohibited use of Tablets in school. (*Unless authorized by the teacher for educational purposes*)**

- Using email, messaging and joining chat rooms
- Listening to music
- Watching movies or videos on the tablets
- Instant accessing inappropriate web sites
- Gaming

### **Consequences**

International School Ho Chi Minh City may limit, suspend or revoke a student's use of hardware (e.g. tablet), and access to the school's technology systems/network upon violation of the Technology Acceptable Use Policy.

A student found to be violating the Technology Acceptable Use Policy will be subject to school disciplinary action that could include network access restrictions, detention, suspension or expulsion from school.

### **Changes to Policy**

The School reserves the right to make changes to this document and notification will be provided to users.

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## **ISHCMC Student Tablet Policy – 2010/2011**

### **Declaration**

I, the undersigned, understand and agree to comply with the ISHCMC Student Tablet Policies as described in this document and understand that the tablet I am assigned belongs to ISHCMC.

Student's Name (Please Print Clearly) \_\_\_\_\_ Homeroom \_\_\_\_\_

\_\_\_\_\_  
Student's Signature & Date

\_\_\_\_\_  
Parent's Signature & Date